



## OFFICE OF HUMAN RESOURCES

### STREAMLINED PROCEDURES FOR PROCESSING AWARDS

Effective January 7, 2004, TSA implemented streamlined procedures for award processing. These procedures are applicable to all TSA organizations and eliminate the need for organizations to prepare and submit *Requests for Personnel Action*, Standard Form 52s (SF-52s) for awards. More specifically, SF-52s will no longer be accepted for the processing of cash and time off awards. If submitted, they will be returned to the originating organization.

Employees may receive cash and/or time off awards for performance of an exemplary act or service related to their official employment. The amount of the award should be based on the employee's contribution. Additional information on the TSA Awards and Recognition Program and guidelines for determining appropriate award amounts may be found in HRM 451-1, Awards and Recognition Program at [http://tsaweb.tsa.dot.gov/intraweb/assetlibrary/HRM451\\_1.pdf](http://tsaweb.tsa.dot.gov/intraweb/assetlibrary/HRM451_1.pdf) and HRM 451-1a, Determining Award Amounts at [http://tsaweb.tsa.dot.gov/intraweb/assetlibrary/HRM451\\_1a.pdf](http://tsaweb.tsa.dot.gov/intraweb/assetlibrary/HRM451_1a.pdf).

Below are the procedures for processing awards under the streamlined process.

#### **Step 1: Cash and Time Off Recommendation Form**

- Once the decision to grant an award has been made, it must be documented on the "Transportation Security Administration Cash and Time-Off Award Recommendation" form (Attachment 1).
- A recommendation form and appropriate justification must be completed for each employee and include the appropriate approval signatures. The approval signatures may vary by organization and would be determined by your internal delegation of authority. Responsibility for obtaining approval signatures is with the originating organization (e.g., headquarters office, airport, other field office).
- A copy of the recommendation forms will be maintained by the originating organization in the employee's Employee Personnel Folder (EPF).

#### **Step 2: Awards Processing Form in Lieu of SF-52**

- Once the recommendation forms are completed and signed by the appropriate officials, an Award Processing Form (Attachment 3) must be completed in lieu of an SF-52 for all employees receiving awards. Multiple forms are not necessary unless the number of awardees exceeds the number of rows available on the form. A combination of cash awards and time-off awards may be listed on the same form.
- A completed Awards Processing Form is the only form that must be submitted to the Office of Human Resources (OHR). Either an electronic copy or hard copy of the Award Processing Form may be submitted to OHR as long as the appropriate signature is included.

- ***Headquarters' program offices and airports may not send Awards Processing Forms directly to TSA HR Services.***
- The Award Processing Form must have the following information before it is submitted to OHR through the appropriate HR consultant within the Services and Consultation Division:
  - ***Organization Name*** (plus airport code if applicable)
  - ***Approving Official's Signature or Annotation showing the name and date the hardcopy was signed*** – An electronic copy of the approving official's signature (or a statement similar to the following "*signed and approved by [insert name] on [insert date] in lieu of electronic signature*") is sufficient if you are sending an electronic copy of the form. Original signatures are required from organizations that send hardcopies. Also, be advised that the HR contact and the approving official are the only management representatives authorized to electronically submit the form to OHR.
  - ***Printed Name and Title of the approving official*** – The approving official may be your Assistant Administrator, Office Director, or other delegated management official (i.e. Area Directors, FSDs, AFSD or DFSD). Each organization determines the management officials designated to approve awards and the award level that those officials may approve within the guidelines of HRM 451-1.
  - ***HR Contact*** – This is the organizations human resources contact that the OHR HR Consultant will contact if questions or concerns arise.
  - ***HR Consultant*** – This is the organization's HR Consultant within OHR. This will not be completed by the organization.
  - ***6-Character Budget Code***
  - ***9-Character Organization Code***
  - ***Employee Name(s)***
  - ***Employee Social Security Number(s)***
  - ***Award amount(s)*** – This is the dollar amount for cash awards or the number of hours for time off awards. Cash and time off awards may be included on the same Awards Processing Form.
  - ***Proposed Effective Date*** – The originating organization identifies the proposed effective date. The actual effective date will be determined in accordance with receipt of higher-level approvals, as appropriate, and processing clearances.
- OHR will date the Awards Processing Form upon receipt. After reviewing the form to ensure that it is accurate and complete, the HR Consultant will sign in the appropriate block and send to TSA HR Services for processing.

- OHR will maintain a file to manage Award Processing Forms.
- Originating organizations are reminded that for record keeping, tracking and review purposes, they must maintain copies of the Awards Processing Forms, the Recommendation Form and applicable award justifications.
- TSA HR Services will use the Awards Processing Form to process the awards and generate the *Notice of Personnel Action*, Standard Form 50 (SF-50). After processing the award, TSA HR Services will return the original Awards Processing Forms to OHR as an indicator of having processed the awards.
- The Awards Processing Form will not be maintained in the employee's Official Personnel Folder. The SF-50 will serve as the official document of record, and a copy will be placed in the OPF.

### **Step 3: Award Certificate**

- Award certificates may be presented to employees who receive cash awards and time off awards; however, certificates are not required. Organizations should be consistent when determining to issue or not to issue certificates. Airports may develop certificates locally but they must be cleared by the Communication and Public Information Office before they are issued.